



## **Behavioral Health**

# **Employee Educational Internship Program**

## **Department of Behavioral Health (DBH)**

Revised December 2018

## **Program History**

- The Employee Internship Program began as the **Master of Social Work (MSW) Assist Program**, which was created and approved by the Board of Supervisors in 1995.
- The program ended in 2003 due to budget cuts.
- The Mental Health Service Act (MHSA) Workforce Education and Training (WET) Plan was approved in October 2008.
- Marriage and Family Therapy (MFT) was added to the program as a career path option in 2008.
- The revised **Employee Education Internship Program** was approved by the Board of Supervisors on February 3, 2009 and the program was reinstated to include Masters in Social Work (MSW) and MFT internships.
- In April 2015, DBH added Bachelor of Social Work (BSW) as a career path option in the Employee Educational Internship program.

## **About the Program**

- DBH offers regular status employees who are pursuing their **BSW, MSW**, or careers in **MFT**, the opportunity to participate in a field placement (internship) within the department while working full-time for DBH.
- Candidates are approved to apply through an evaluation process based on satisfactory work performance, educational and career goals, and Supervisor, Manager, and Deputy Director approval. Additionally applicants will participate in a competitive screening process to include an interview with the Intern Program Supervisor.
- The program requires participants to meet certain criteria on a continuous basis to maintain eligibility for the program and enrolls additional approved participants every school year.
- Participants also agree upon acceptance into the internship program to continue employment with DBH upon graduation for one calendar year per year of academic educational assistance received from DBH.
- Through this program the department hopes to build a skilled workforce better equipped to serve the community and offer quality services to consumers.

## **Bachelor of Social Work Program (BSW) Components**

- Application packets must be submitted to the Intern Program by the deadline with all signatures and required documentation:
  - Verification of acceptance into an accredited BSW program at a college or university
  - Most recent Work Performance Evaluation (WPE)
  - Employee personal statement
  - Three letters of reference
  - Proof of bilingual qualification, if applicable
- BSW program must be accredited by the Council on Social Work Education (CSWE).
- Interns are expected to complete the program within the time frame specified by their field school calendar.
- **Placement:** DBH employees will be allowed 16 hours per week to participate in approved field placements. Placement requirements are not to exceed 480 hours per academic year. The placement will be part of the DBH employee's 40 hour work week. Additional field hours required during work time will necessitate the use of your accrued leave time.

## **Master of Social Work (MSW) Program Components**

- Application packets must be submitted to the Intern Program by the **deadline** with all signatures and required documentation:
  - Verification of acceptance into an accredited BSW program at a college or university
  - Most recent Work Performance Evaluation (WPE)
  - Employee personal statement
  - Three letters of reference
  - Proof of bilingual qualification, if applicable
- MSW Program must be accredited by the Council on Social Work Education (CSWE). Employees who already have a Master's degree are not eligible for the internship program.
- **First Year Placement (MSW):** DBH employees will be allowed 16 hours per week to participate in approved field placements. Placement requirements are not to exceed 480 hours per academic year. The placement will be part of the DBH employee's 40 hour work week. Additional field hours required during work time will necessitate the use of your accrued leave time.
- **Second Year Placement (MSW):** DBH employees will be allowed 20 hours per week to participate in approved field placements. Placement requirements are not to exceed 1,000 hours per academic year. The placement will be part of the DBH employee's 40 hour work week. Additional field hours required during work time will necessitate the use of your accrued leave time.

## **Marriage and Family Therapy (MFT) Program Components**

- Application packets must be submitted to the Intern Program by the deadline with all signatures and required documentation:
  - Verification of acceptance into an accredited MFT, psychology or counseling psychology program at a college or university which is approved by BBS and is contracted with DBH.
  - Most recent WPE
  - Employee Personal Statement
  - Three Letters of Reference
  - Proof of Bilingual Qualification, if applicable
- Applicant must have a Bachelor of Arts or Bachelor of Science degree. Employees who already have a Master's degree are not eligible for the internship program.
- Internship lasts from July until June each year.
- MFT applicants must have completed a minimum of 12 semester or 18 quarter units in a qualifying degree program.
- **Placement:** DBH employees will be allowed 20 hours per week to participate in approved field placements. Placement requirements are not to exceed 1,000 hours per academic year. The placement will be part of the DBH employee's 40 hour work week. Additional field hours required during work time will necessitate the use of your accrued leave time.

## **Program Standards**

- First year students who are successful in maintaining grades and Work Performance Evaluation (WPE) standards may qualify to continue into a second year of the Employee Educational Internship Program.
  - A qualifying, updated WPE must be submitted to the Intern Program and approval must be granted by the Intern Program Supervisor, in consultation with employee's current field instructor and job site supervisor.
- Final approval for a second term will come from the Director of DBH with a contract signed for the following academic/internship year.
- Employees cannot receive reimbursement for a paid internship for the same period the regular salary is paid (ex: Mental Health Stipend).
- Employees must maintain satisfactory work performance while attending school, in both the internship and in the regular job position. The DBH Director may terminate participation if the employee's work or academic performance is unsatisfactory. If the school determines the employee should leave the program, participation will be terminated.
- Employee practicum/trainee placements **may not** be in the same program in which they are employed.
- Participation in the program is not a guarantee of promotion upon completion of the program.
- Schools must be willing to allow employees to complete the field placement in the same agency as employment.

## **Application Requirements**

- **Employees requesting participation in the Employee Educational Internship Program must meet the following requirements to apply for admission:**
  - Must be a DBH employee. The program is not open to contract agency or volunteer staff at this time.
  - Must occupy a regular, full time department position for a minimum of one (1) year past the probationary period and have regular status in their classification at the time of application.
  - Have been rated “meets” or “exceeds” in their most recent WPE, which must be dated within the last 12 months.
  - MFT Interns must be attending a university or college approved by the Board of Behavioral Science (BBS) Examiners and the university or college must be willing to sign the County Standard Contract with the Department of Behavioral Health.
  - MSW/BSW Interns must be attending a CSWE approved university or college.
  - Applicants must have the Supervisor, Program Manager, and Deputy Director approval to apply and successfully complete the “Assessment Ratings for Participation” evaluation process.



## **Assessment Ratings for Participation Evaluation Process:**

### ■ Years of Department Employment

- Two points assigned to every two years of DBH service. Beyond 15 years of service, no additional points will be assigned.

### ■ Work Performance Evaluation:

- Exceeds Job Standards      10 Points
- Meets Job Standard          5 Points
- Below Job Standards        Disqualifier

### ■ Personal Statement, School Requirement – 25 Points:

- Experience and/or relationships that have influenced your selection of a Bachelor of Social Work (BSW), Masters of Social Work (MSW) or Marriage and Family Therapy (MFT) as your professional career.
- In what ways do you believe a MSW or MFT education and career will be of value to you?
- Your understanding of the responsibilities of the BSW, MSW or MFT profession, generally, and specifically the role and responsibility that you wish to be able to assume as a professional MSW or MFT.
- Values that are intrinsic to the profession of BSW, MSW or MFT and personal experiences that demonstrate your understanding and acceptance of such values.
- What plans have you made for completing the program? Consider finances, time management, etc.

## **Assessment Ratings for Participation Evaluation Process continued:**

- **Work Habits:**

Good attendance                      5 Points  
Work Improvement Plan      Disqualifier

- **Other Criteria to be Evaluated:**

Bilingual skills, including foreign and sign language 5 Points

- **Oral Interview with Intern Program Supervisor:**

Rated based on responses up to 25 points

## **The Application Process**

- Applications are accepted annually for each school year. The application period will be announced via web blast from WET to include a deadline for receipt of all application packets including all required signatures and supporting documentation.
- Acceptance into the part-time DBH Employee Educational Internship program will be based upon the evaluation and competitive interview process.
- A copy of your application packet with required supporting documents must be forwarded to the Intern Program at the time it is sent for your Deputy Director's signature.
- Application packets that are received as incomplete or beyond the deadline will not be processed.
- Final approval will come from the Director of DBH.
- The Employee Educational Internship Program will be reviewed annually by the Director or Designee and is subject to available funding.
- The number of applicants accepted as well as the number of incumbent students will be determined by availability of funds and the availability of placement sites per year.

## **Internship Placements**

**Placements are throughout DBH and may include, but are not limited to, the following programs:**

- Outpatient Clinics
- Administration (Macro/Policy Placements)
- Adult Forensics
- Juvenile Justice
- Research & Evaluation
- Quality Management
- Community Crisis Response Teams (CCRT)
- Homeless Outreach Support Teams (HOST)
- Patients' Rights
- Integrated Health
- Consumer Clubhouses
- Substance Use Disorder and Recovery Services (SUDRS)
- Recovery Based Engagement Support Team (RBEST)

## **Employee Intern Schedule**

- In the program, participants work their regular 40 hour work week, less the hours scheduled for their internship, not to exceed the number of hours specified in the program regulations according to their program choice and placement year.
- Class and study time is not included in calculating the 40 hour work week and must be completed outside of work hours.
- Flex schedules may not work in order to complete the amount of hours.

### **Sample Employee Intern**

| Monday  | Tuesday    | Wednesday | Thursday   | Friday                     |
|---------|------------|-----------|------------|----------------------------|
| 8-4:30  | 8-4:30     | 8-4:30    | 8-4:30     | 8-12:00/<br>12:30-<br>4:30 |
| Regular | Internship | Regular   | Internship | Regular/<br>Internship     |

## **Next Application Cycle**

- The application cycle opens annually in December.
- Applications are due no later than February 15 by 5:00 pm.
- Applications can be obtained on the DBH Internship Programs website <http://wp.sbcounty.gov/dbh/careers/internships/> or by contacting WET by phone at (800)722-9866 or by emailing [DBH-InternPrograms@dbh.sbcounty.gov](mailto:DBH-InternPrograms@dbh.sbcounty.gov)



Please send all questions to  
**[DBH-InternPrograms@dbh.sbcounty.gov](mailto:DBH-InternPrograms@dbh.sbcounty.gov)**  
or call (909) 252-4010